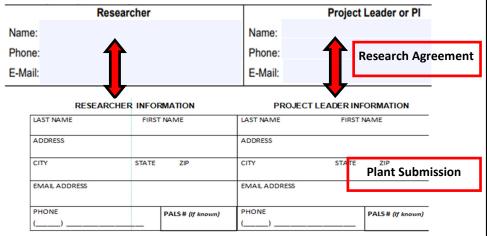# FAQS FOR RESEARCHERS SUBMITTING PLANT TISSUE SAMPLES

METHODS. All analytical methods are described in the online document "NCDA&CS Plant Tissue Analysis Methods." Please read this document before contacting the lab with method questions. http://www.ncagr.gov/agronomi/uyrplant.htm

SAMPLE SUBMISSION: The Researcher and Project Leader information on the Research Agreement should match the corresponding information on the Plant Sample Submission form. Inconsistent addresses and reversal of column order may result in billing errors and difficulty retrieving online PALS reports.

The Researcher and Project Leader information on the Plant Sample Submission form should be completed in the same manner on each batch of samples. These fields determine how the data are organized in PALS. The Researcher field corresponds to the Client field in PALS and the Project Leader to the Advisor field. If you reverse the information in these fields or provide multiple addresses, your data will be stored in multiple online locations.

PROJECT/FARM ID is an optional identifier associated with each report. This is a useful way to track and organize your projects in the PALS database.

SAMPLE ID SPREADSHEET: Include a printed copy of the NCDA Plant Sample ID Spreadsheet for each batch of samples. The IDs on the sample envelopes or paper bags MUST match the spreadsheet and be no more than six characters.

Growth Stage. Identify plant growth stage using one of these letter codes: S = SEEDLING; E = EARLY GROWTH; B = BLOOM; F = FRUITING; M = MATURE.

Plant Part. Indicate the plant part sampled: M = Most recent mature leaf; W = whole plant; T = top 3"; E = ear leaf; H = Harvest leaf; P = Petiole. If other plant parts are submitted (e.g. roots, crowns, stalks), please specify.
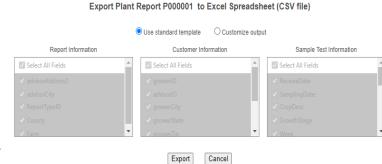
LAB RESULTS are posted on the NCDA&CS Public Access Laboratory Information System (PALS) at https://www.ncagr.gov/agronomi/pals/ when they become available. The researcher and project leader listed on the Plant Sample Submission form will be notified by email at that time.

CSV files can be exported by logging into PALS and selecting the **Download Data** button found on the right side of the webpage.

Once the Download Data link has been opened, the CSV file can be created by clicking "Export".

To download multiple reports, use the **Download Selected** button directly above the Report column on the PALS website.

PAYMENT: Reports are not released until test fees are paid. Payments can be made by check, escrow, credit card (online via PALS or over the phone) or by University transfer. For billing or payment issues, do not contact the lab—please contact the accounting department at (919) 733-2655.